

California Energy Commission



CLASSIFICATION: OFFICE TECHNICIAN (TYPING)

TENURE/TIME BASE: Permanent/Full Time

SALARY: \$2,809 – \$3,515

LOCATION: Emerging Fuels and Technologies Office
Fuels and Transportation Division
Sacramento, California

FINAL FILING DATE: Until Filled

Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission, a special funded agency, is seeking exceptional people to build upon California's transportation energy and energy efficiency successes, and shaping our energy future.

DUTIES/RESPONSIBILITIES:

Under the general direction of the Energy Resources Specialist III (Managerial) (ERS III), the incumbent will provide clerical support for the ERS III and the Emerging Fuels and Technologies Office (Office) staff. Primary support will be assisting the ERS III with the operation and performance of administrative and technical tasks relevant to the projects and programs assigned to the Office. The incumbent must consistently demonstrate a high degree of initiative, independence, and originality in performing general office duties.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent attendance, punctuality, dependability, and telephone etiquette,
- Ability to follow verbal and/or written instructions,
- Accurate typing and proofreading skills,
- Ability to work independently and under pressure effectively,
- Good organizational skills,
- Proficiency on a personal computer and familiarity with Microsoft Word, Excel, PowerPoint, and Access, and
- Ability to communicate ideas and thoughts effectively with a large diverse technical staff.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #610-100 and Position #610-1139-001 in the “Explanation Section” of the STD. 678.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant’s name may be removed from the eligibility list.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
ATTN: RPA #610-100
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statement:

<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 654-4305 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922